

UNEMPLOYMENT BENEFITS NOTICE

(Employee Name)

If you have applied to have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate state or local agency in writing to stop the issuance of Unemployment Insurance checks now that you are employed. Failure to notify your State Agency can result in a penalty such as a fine, imprisonment, or both.

(Employee's Signature)

(Date)

(Personnel Actions Clerk)

(Date)